

1968-1969

College
of the
Albemarle

VOLUME 7

SPRING 1968

NUMBER 2

The College of the Albemarle Bulletin is published quarterly by the College of the Albemarle, Elizabeth City, N. C. 27909. Second class postage paid at Elizabeth City, N. C.



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Catalog Issue
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ACADEMIC CALENDAR

SUMMER SESSION 1968

June 5	Wednesday, registration 7-9 A.M.; classes begin at 9 A.M.
July 12	Friday, last day of first term.
July 15	Monday, registration 7-9 A.M.; classes begin at 9 A.M.
August 20	Tuesday, second term ends.

FALL SEMESTER 1968

September 3	Tuesday, faculty report. Last day to make application for fall semester.
September 3-4	Tuesday, Wednesday, freshmen and transfer students' orientation.
September 6	Friday, registration
September 9	Monday, classes begin.
September 13	Friday, last day for late registration.
September 18	Wednesday, end of refund period.
October 18	Friday, last day to withdraw without penalty.
November 1	Friday, mid-term.
November 27	Wednesday, Thanksgiving holidays commence after last class.
December 2	Monday, classes resume.
December 2-6	Monday-Friday, pre-registration for spring semester.
December 20	Friday, Christmas holidays commence after last class.
January 6	Monday, classes resume.
January 14	Tuesday, final examination begin.
January 16	Thursday, last day to make application for spring semester.
January 17	Friday, first semester ends.

SPRING SEMESTER 1969

January 23	Thursday, freshman and transfer students' orientation.
January 27	Monday, registration.
January 28	Tuesday, classes begin.
February 3	Monday, last day for registration.
February 6	Thursday, end of refund period.
March 3	Monday, last day to withdraw without penalty.
March 19	Wednesday, mid-term.
April 9	Wednesday, Easter holidays commence after last class.
April 15	Tuesday, classes resume.
April 28	Monday-Friday, pre-registration for fall 1969.
May 2	
May 26	Monday, final examinations begin.
May 29	Thursday, second semester ends after last examination.
June 1	Sunday, commencement.

SUMMER SESSION 1969

June 4	Wednesday, registration 7-9; classes begin at 9:00 A.M.
July 11	Friday, last day of first term.
July 14	Monday, registration 7-9; classes begin at 9:00 A.M.
August 19	Tuesday, second term ends.

BOARD OF TRUSTEES

J. HENRY LEROY, <i>Chairman</i>	Pasquotank
JOSEPH P. KRAMER, <i>Vice-Chairman</i>	Pasquotank
B. A. BARRINGER, <i>Secretary</i>	Pasquotank

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Term Expires

WILLIAM F. AINSLEY	6/30/69	Perquimans
VERNON G. JAMES	6/30/71	Pasquotank
JULIAN A. WHITE, SR.	6/30/73	Perquimans
GERALD F. WHITE	6/30/75	Pasquotank

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JOE L. LAMB, JR.	6/30/73	Pasquotank
SELBY SCOTT	6/30/75	Pasquotank

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J. CARROLL ABBOTT	6/30/69	Pasquotank
JOSEPH P. KRAMER	6/30/71	Pasquotank
J. HENRY LEROY	6/30/73	Pasquotank
WILLIAM A. HOGGARD, JR.	6/30/75	Pasquotank

DR. B. A. BARRINGER
President

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DR. L. L. BARLOW	Dean of Instruction
DR. BENJAMIN T. WHITFIELD	Dean of Student Affairs
TED R. ROLLINS	Dean of Continuing Education
JEROME U. RHEES	Business Manager

FACULTY

ARLEDGE, JAMES C.	Art
B.S., Graduate Work, East Carolina University	
AUSTIN, ANTHONY	English, Anthropology
B.A., University of the South; M.A., University of Florida; Graduate Work, University of North Carolina at Chapel Hill	
AYDLETT, CLATE	Mathematics
B.A., Duke University; M.A., East Carolina University; Graduate Work, University of North Carolina at Chapel Hill	
AYDLETT, DOROTHY B.	Learning Lab
B.A., University of North Carolina at Greensboro; Graduate Work, East Carolina University	
BAIR, ANNA W.	Music and Art
A.B., B.Mus., Salem College; AAGO, Royal School of Church Music, England; Graduate Work, DePaul University, Duke University	
BAIR, CLIFFORD	Music
B.Mus., D.Mus., Chicago Music College; American Academy of Teachers of Singing; Mozarteum, Salzburg, Austria	
BARLOW, LYNWOOD LEROY	Dean of Instruction
B.A., M.A., University of Iowa; B.D., McCormick Theological Seminary; Ed.D., Teachers College, Columbia University	
BARRINGER, BOBBY A.	President
B.S., Wake Forest University; M.Ed., Ed.S., Ed.D., University of Florida; Post-Doctoral Work, Teachers College, Columbia University	
BOADA, ALEXANDRA	Spanish
B.A., University of North Carolina at Chapel Hill; M.A., University of Havana; Additional Graduate Work, University of North Carolina at Chapel Hill	
BOOMER, HORTENSE	Librarian
B.A., East Carolina University; B.S., Lib. Science, University of North Carolina at Chapel Hill	
BRAXTON, HOWARD	Physical Education
A.B., Guilford College; M.A., Appalachian State University	

BRIDGES, JAMES T. English
A.A., Gardner Webb College; B.S., M.A., Appalachian State University; Graduate Work, University of South Carolina

BRITT, ANN R. Learning Laboratory
B.S., East Carolina University

BRYAN, ELLEN J. Physical Education
B.S., Pembroke State College; Graduate Work, East Carolina University

BURGESS, DEMPSEY Head of Vocational Division
B.A., M.A., East Carolina University

CONNOLLY, JAMES T. Business Administration
B.S., M.A., Appalachian State University

COPELAND, GORDON F. Drafting, Electronics
A.A.S., College of The Albemarle; B.S., North Carolina State University at Raleigh

COX, EDWARD W. Director of Extension
B.A., University of North Carolina at Chapel Hill; M.A., Western Carolina University

CRUMP, JAMES H. Mathematics
B.A., Elon College; M.A., Appalachian State University; M.S., University of Illinois

FERRELL, DOROTHY G. Bookkeeper
A.A., Campbell College

FORD, ROBERT L. Head of Technical Division
B.S., Northeastern State College; M.A., Colorado State College

FULLER, ELIZABETH W. Recorder

GREGORY, DAVID B. Biology Assistant
B.A., East Carolina University

HARRIS, C. MARION Physical Education
A.A., College of The Albemarle; B.S., Atlantic Christian College; M.S., East Carolina University

HILL, BENJAMIN F. Director of Arts Center
B.S., Graduate Work, East Carolina University

HODGES, DAVID T. Electronics
A.A.S., Technical Institute, Old Dominion College; B.S., Northwestern State College; M.A., East Carolina University

HUGHES, ROY L. Biology
B.S., M.A., Wake Forest University

HYLE, ROY A. Biology
B.S., M.A., East Carolina University

KICKLIGHTER, HELEN Assistant to Librarian
Morgantown Business College; Carver School, Southern Baptist Theological Seminary; Morgantown University

LIVERMAN, WILLIAM B. Vocational Education
B.A., Old Dominion College

McKECUEN, GEORGE Reading
 B.A., Wilmington College; M.A., Appalachian State University

MANSFIELD, SHELBY Guidance Counselor Psychology
 B.S., M.A., North Carolina State University at Raleigh

MOORE, MILDRED Director, Practical Nurse Education
 R.N., Norfolk Memorial & Norfolk Protestant Hospitals

PITTMAN, GURNEY E. Drafting
 B.S., M.A., East Carolina University

RHEES, JEROME U. Business Manager
 B.S., M.A., Georgetown University; Additional Graduate Work,
 University of North Carolina at Chapel Hill

RICCARDO, RONALD History
 B.A., Bloomfield College; M.A., Appalachian State University

RIDDICK, IMOGENE French
 B.A., Randolph Macon College; M.A., University of North Carolina
 at Chapel Hill

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 A.A., Chowan College; B.S., Wake Forest University; M.A., East
 Carolina University; Additional Graduate Work, North Carolina
 State University at Raleigh

SALMON, JOSEPH History
 A.A., Chipola Junior College; B.S., Troy State College; M.S.,
 Additional Graduate Work, Florida State University

SHORKEY, RAYMOND Mechanical Technology
 Ford Apprentice School; Naval Air Technical School; Vocational
 School; Foreman Training

SIMMONS, G. JOHN Guidance Counselor Sociology
 A.B., Pfeiffer College; M.A., Appalachian State University

THOMPSON, KAREN K. Assistant Librarian
 A.B., Duke University; Graduate Work, University of North Caro-
 lina at Chapel Hill

TRATHEN, JOHN A. Business Administration
 B.S., Bucknell University; M.Ed., University of California at Los
 Angeles; Additional Graduate Work, University of North Carolina
 at Chapel Hill

VAUGHAN, LUCY F. English and Drama
 B.S., University of Houston; M.A., Kent State University

VICK, SHIRLEY M. Guidance Counselor
 A.A., Anderson Junior College; B.A., M.A., Appalachian State
 University

WEEKS, ROBERT W. Chemistry
 A.B., University of North Carolina at Chapel Hill

WHITE, JOHN NELSON Business
 B.S., Campbell College; Graduate Work, East Carolina University

WHITFIELD, BENJAMIN T. Dean of Student Affairs
 B.S., Florida Southern College; M.S., Ph.D., Florida State University

WILLIAMS, LARRY W. Technical Assistant
 A.A.S., College of The Albemarle

WILLIAMS, OTTIS LEON Physical Education Assistant
 Attended College of The Albemarle

WILSON, MARY TUDOR Learning Laboratory
 A.A., St. Mary's Junior College; B.A., University of North Carolina at Chapel Hill

ON LEAVE OF ABSENCE

CHESSON, PARKER Biology
 B.A., M.A., East Carolina University; Additional Graduate Work, Duke University; North Carolina State University at Raleigh

DARE, LEROY J. History
 B.A., Wake Forest University; M.A., Additional Graduate Work, University of North Carolina at Chapel Hill

STERRITT, WILLIAM Physical Education
 B.S., M.S., Additional Graduate Work, University of Southern Mississippi

PART-TIME FACULTY

BARNETTE, CARROLL O. Welding
 Horn Brothers Welding School; Bethlehem Shipyard Welding School; Newport News Shipyard Welding School

BRIGHT, MARGARET O. Assistant Librarian
 A.B., M.A., East Carolina University

CLUNE, JAMES T., CDR., U.S.C.G. Mathematics
 B.S., U.S. Coast Guard Academy; M.S., Purdue University

FERRELL, MAXINE Art
 Maryland Art Institute; Strayer Business College

JONES, RAY S., JR. Education
 B.S., Wake Forest University; M.A., East Carolina University; Additional Graduate Work, Duke University

KICKLIGHTER, ROBERT W. Philosophy
 A.B., John B. Stetson University; Th.M., Th.D., Southern Baptist Theological Seminary

LOGAN, ELIZABETH Housing Officer

McKIMMEY, SHARON Practical Nurse Education
 R.N., Akron University and City Hospital School of Nursing

RUSSELL, ROBERT, CDR., U.S.C.G. Mathematics
 B.S., U.S. Coast Guard Academy; M.S., Purdue University

- SANDERS, BOBBY W. Automotive Engines
 U.S. Army Auto Mechanics School; General Motors Ignition,
 Electrical System and Carburetion School
- SEELMAN, GERALD, LCDR., U.S.C.G. Computers
 B.S., U.S. Coast Guard Academy; M.E.A., George Washington Uni-
 versity
- SHOAF, EARLY C. Philosophy
 A.B., High Point College; B.D., Duke University Divinity School;
 Additional Graduate Work, University of North Carolina at
 Chapel Hill
- THOMPSON, DONALD C., CDR., U.S.C.G. Mathematics
 B.S., U.S. Coast Guard Academy; M.S., Purdue University



GENERAL INFORMATION

The individual is never so clearly the master of his own fate as when he decides to continue education beyond high school. Until that time, decisions affecting his education have been made for him; after that time, he must make them.

This catalog is, in effect, an extension of the institution, a projection in writing of all that the institution represents: its philosophy and objectives, its faculty, its curricula, its facilities. The purpose of this catalog is to enlighten the prospective student in order that he may come to know the college before, not after, he has chosen.

THE IDEA OF A COMMUNITY COLLEGE

The Community College is a relatively new concept in higher education, arising in response to the American commitment to the idea of broad educational opportunities for all who desire and will avail themselves of these opportunities. The Community College is a fully recognized institution of higher education. As its name implies, its primary reason for being is to meet the variety of educational and vocational needs of the community in which it is located. It offers two years of formal college education; it trains technicians for business and industry. It supplies the background courses essential to one's up-grading on his job, and it enables adults to pursue the courses they need to keep abreast of the times. It is available day and evening throughout the year.

HISTORY

The seed of the idea for a college in Elizabeth City was planted with the Elizabeth City Chamber of Commerce in 1957 when the State Department of Public Instruction was considering a technical college for the area. The technical college idea was abandoned when the Community College Act was passed enabling counties to establish their own junior colleges.

Several plans and ideas were advanced by the Chamber of Commerce during the next few years without being vigorously promoted until 1960, while Paul Bradshaw was President. Under the able Chairmanship of Charles Gordon, the College Committee recruited the support of the County and City Government and almost every organization in Pasquotank County.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter Charles Gordon was elected to be the Chairman of the first Board of Trustees. Dr. C. Robert Benson, Jr., first President of the College of The Albemarle, was elected in March of 1961, and

the College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963. Over eighty percent of those graduates later attended major four-year colleges. A new president, Dr. Robert I. Hislop, was inaugurated in the fall of 1963.

The College of The Albemarle was the first college in the State chartered under the Community College Act, 1957. The 1963 Legislature, in furtherance of Governor Terry Sanford's education program, adopted an act, "to promote and encourage education beyond the high school in North Carolina." Among other things, this act authorized the establishment of comprehensive community colleges. The new act became effective on July 1, 1963, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, the College of The Albemarle became the first comprehensive community college in the state.

Dr. B. A. Barringer became the third President of the College in 1966. As the College has grown new Technical and Vocational curricula have been added and existing programs strengthened, especially in the field of Fine Arts.

LOCATION

The College of The Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 16,000, Elizabeth City is the center of commerce, industry and culture of the Albemarle Area.

The College is housed in the building formerly used as Albemarle Hospital on Riverside Avenue, less than a mile from the center of the city. The administrative offices of the College of The Albemarle are located on the second floor of the building.

OBJECTIVES OF THE COLLEGE

The College of The Albemarle, established under the Legislative Act of 1957—known as "The Community College Act"—strives to serve the community by providing accessible education for young people and adults for cultural development, for responsible citizenship and for enriched personal living. The major objectives of the College are as follows:

1. To provide at least two years of college credit courses for those students who desire to transfer to other colleges and universities.
2. To provide two years of technical education appropriate to the needs of the individual and the community.
3. To provide vocational education for individuals who desire to upgrade themselves in their vocations, or who may desire to acquire initial training in a particular trade.
4. To provide courses for those adult students who wish to develop a

vocational interest, improve their personal efficiency, or to enrich their cultural lives.

5. To provide for the development of basic educative skills in those citizens who have been unable to complete the requirements for a high school diploma.

ACCREDITATION

The College of The Albemarle is an accredited member of the North Carolina Association of Universities and Colleges, American Association of Junior Colleges, and is a recognized candidate for membership in the Southern Association of Colleges and Schools.

Credits earned at the College of The Albemarle in curricula leading to the Associate in Arts degree and many of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities.

COLLEGE PROGRAMS

The College Parallel program offers opportunities for young people wishing to pursue studies leading to the Associate in Arts and Associate in Applied Sciences degrees or to prepare to transfer to a four-year college or university after completing their studies at the College of The Albemarle. Basic Liberal Arts courses are offered, preparing students to pursue educational goals in senior colleges and universities.

Technical Programs leading to the Associate in Applied Sciences degree include course offerings which may lead to employment or be transferable to senior institutions. Technical Programs are currently offered in Drafting and Electronics Technology, Secretarial Administration and Teacher Aide.

Vocational Program offerings are designed for those wishing to prepare themselves for particular occupations. Offerings currently include curricula in Automotive Mechanics, Machine Shop, Welding and Practical Nursing.

A **Language Arts Program** designed to prepare students with deficiencies in reading and other areas for undertaking other college programs is available.

Adult Education and Community Services Programs include a variety of programs designed to meet the particular needs and interests of individuals, businesses and industry in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help persons complete high school curricula and improve their skills in other areas are offered each semester. Courses in ceramics, painting and music are particularly well received throughout the community and surrounding area.

FACILITIES

In the **main building** there are classrooms, science and technical laboratories, and administrative offices. The college bookstore and a snack bar are located on the first floor of this building.

A **gymnasium-auditorium** has recently been constructed. This major structure represents the first step forward in the development of the College of The Albemarle's facilities. It houses a collegiate size basketball court, bleachers with a seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium, seating over 1,000, adds to the usefulness of this multipurpose building.

The College maintains separate facilities for the vocational school and an Arts Center.

The **Whitehurst Library** occupies separate quarters adjacent to the main College building. It houses a collection of over 18,000 volumes carefully selected for reference use, for broadening and enriching the curriculum, and for recreational reading. The library subscribes to daily newspapers on the state, national and international levels as well as newspapers of the Albemarle area. It also receives approximately two hundred fifty journals and periodicals representative of the various academic fields, the professions and general interests. A selection of bound volumes is also maintained.

The library is responsible for administering the audio-visual program. Filmstrips, slides, tapes and recordings are available for class and individual use, and a special room for listening to tapes and recordings is provided.

The library staff consists of trained librarians and student assistants who work under their supervision.

There are no dormitory facilities. Each student either lives at home or must arrange for his own living quarters in the vicinity of Elizabeth City. The College will assist students in finding suitable quarters (see Housing for Students).

STUDENT SERVICES

Counseling and Testing. The College provides services through the Division of Student Affairs, and through the assignment of a faculty advisor for each student according to his field of interest. The faculty advisor helps the student arrange his program of study and approves the courses to be taken prior to registration for each semester. Subsequent changes in courses must be made through the advisor. The Dean of Student Affairs and counselors are also available to assist the student. Placement tests are administered to insure proper placement of each student.

Students who desire help in clarifying occupational goals may consult with the guidance counselors for occupational information and for information on aptitude and interest tests.

Financial Aid. In recent years the cost of attending colleges and universities has risen considerably and with it there has been an increase in the need for financial assistance. To assist wherever possible, the College of The Albemarle has arranged its financial aid program so that scholarship grants, loans, and employment all play an important part.

Awards are based upon consideration of merit and need. Merit is judged by the same factors considered in connection with admission—high school achievement, scores on the College Entrance Board Test, recommendations, and other indications of probable success in college and later life.

Need is judged by the total financial picture of the student and his family. Gross income, the number of young children, debts, and other obligations such as serious illness are taken into consideration. An outstanding student who is in a position to pay all his own expenses may apply for an honor scholarship as a symbol of merit.

Scholarships: Private donations of scholarships to qualified students were in excess of \$7,000 in 1967-68. Much of this was undesignated by the donors and available to those wishing to make application. Application should be made to the Scholarship Committee on forms provided by the Division of Student Affairs.

Loans: Loans are offered in addition to or in place of scholarship assistance. Some bear no interest while the recipient is a full-time student, while others bear a modest interest charge. Loans allow students to transfer expenses from their college years to the years immediately after college when the average graduate experiences an increase in income. The College presently administers loans through the auspices of the North Carolina Bankers' Student Loan Plan. Details may be secured from the Division of Student Affairs.

Employment: Students are employed in a number of part-time positions at the College such as library, laboratory, shop and clerical assistants. In addition to institutional employment, the College participates in the College Work-Study Program under the auspices of the U. S. Department of Health, Education and Welfare. Preference is given to those who need financial assistance. The College will also assist students in securing part-time jobs off campus during their enrollment and gives special attention to the placement of students in full-time employment in the terminal curricula.

HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending the College of The Albemarle. No dormitory facilities are provided; however, every effort is made to assist the student in locating adequate housing.





STUDENT ORGANIZATIONS AND ACTIVITIES

Opportunities for sharing in a wide range of cultural, athletic and recreational experiences are available to students at the College of The Albemarle. In recent years such events as appearances by the Norfolk Civic Ballet and the North Carolina Little Symphony Orchestra, dramatic presentations including a presentation of *The Bartered Bride* and outstanding lectures have been presented through the Lyceum Series. School spirit centers around the COA Dolphins during the basketball season and a large number of students participate in hotly-contested intramural tournaments. Dances and other recreational events are sponsored by the Student Senate throughout the year. All of these activities are considered an integral part of the student's preparation and development. Participation is encouraged by the College.

A faculty sponsor is appointed by the administration for each student organization.

The groups currently functioning on the campus are:

1. Student Senate

All students who pay the student activity fee are members. They practice responsible citizenship by participating in a program of self-government. Officers are elected each year and each class and club organization is represented in the Student Senate. The objective of this governing body is to regulate all matters of the student community that do not fall under the immediate jurisdiction of the administration and faculty.

2. Class Organizations

The freshman class elects its officers in the fall of the year, and they organize meetings and activities throughout the year. The Student Senate officers serve as sophomore class officers.

3. Cheerleaders

A pep squad is organized each year to provide cheers for the basketball team. The cheerleaders preside at all pep assemblies. Selection of the cheerleaders is made by a committee of the faculty. Every candidate must try out each year regardless of previous membership on the cheerleading squad, and must not be on academic probation.

4. Circle K

The College of The Albemarle has a chartered Circle

K club which is sponsored by the local Kiwanis. All members are regularly enrolled male students and are voted into the club by its members. The purposes of the club are to build scholarship and leadership.

Each year the Circle K members of the College of The Albemarle award a scholarship to a male student who has shown need and worthiness through his scholarship and leadership in connection with the College. The scholarship is to be used for part of the student's tuition for his second year at the College of The Albemarle.

5. Language Clubs

Students who are studying either French or Spanish have organized clubs which strive to give members greater knowledge and appreciation of the French and Spanish speaking countries, their culture and their language. Meetings are held periodically and persons from the community are welcome to attend and to join the clubs.

6. College Chorale

The College Chorale was organized in the 1964-65 school year. The Chorale sings at civic events and with the Albemarle Choral Society. It plays a very important role in the development of the musical talents of COA's students.

7. TEC Club

The membership of the Tec Club is made up of students in the Technical-Vocational Division of the College of The Albemarle. The purposes of the club are to promote unity among its members, and to motivate interest in vocational and industrial education.

8. The Satyrs

The Satyrs, COA's dramatics club, was organized for the purposes of gaining knowledge of the theatre arts and presenting dramatic selections during the academic year. It is the aim of this club to raise the level of the critical evaluation of dramatic literature within the organization and the community and to achieve excellence in interpretation.

9. Phi Theta Kappa

This is a national scholastic fraternity which holds the same status in the community college that the Phi Beta Kappa holds in the four-year college. The Nu Nu Chapter of the Phi Theta Kappa was organized at the College of The Albemarle in April, 1964. Membership is chosen on the basis of high scholastic standing, character, leadership, and service on the campus.

10. Phi Beta Lambda

Phi Beta Lambda is a national business fraternity for business administration and business education students. Organized at the College of The Albemarle in 1965, members are chosen on the basis of character, leadership, scholastic standing of merit, and interest in business as a Career.

11. Varsity Club

The Varsity Club awards monograms to those who have revealed marked ability in athletic events. The object of the club is to encourage sportsmanship, as well as the intellectual and physical development of its members.

12. Intramural Activities

COA's intramural program offers an opportunity for play to all who want to participate. Its activities are adapted to times available for the maximum participation and are selected so that they do not require long periods of practice to get teams or individuals into condition.

The intramural activities at COA are soccer, basketball, volleyball, bowling, track and field, softball, table tennis (singles and doubles), horseshoes (singles and doubles), lawn tennis (singles and doubles), golf, and the annual Cross Country Run.

13. Student Publications

The *Old Salt* is the school newspaper. It serves the school as a means of expression for the students, as communication with the community, and as an advertisement to other schools. The *Sea Farer*, the college yearbook, is a summary of the activities at the College of The Albemarle during the school year.



GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For admission to the College of The Albemarle as a candidate for a degree, the applicant must be a high school graduate or equivalent and must satisfy the admissions officer as to his intellectual, physical, emotional, social and moral fitness to undertake work at the College.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

Students who plan to transfer to other colleges should consult the catalogs of those institutions for entrance requirements.

The College admits a limited number of students who have been graduated from secondary schools but who are not candidates for a degree. These students are classified as Special Students and do not have class standing. (See the section on Vocational Education Programs for admission to curricula listed there.)

Every student is required to have a **physical examination** prior to his initial registration.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

A student desiring to transfer to the College of The Albemarle must be able to meet the admission requirement in effect at the time of his application and to provide proof of his eligibility to return to the institution last attended. If the student is ineligible to return to that institution or if he has been placed on probation by that institution, he may be admitted to the College of The Albemarle by virtue of the comprehensive nature of the community college. However, program selection and placement responsibility resides in the office of the Dean of Student Affairs.

TRANSFERABLE CREDITS

Credit is given for satisfactory work completed at accredited institutions and institutions administered by the N. C. Department of Community Colleges if it parallels work offered at the College of The Albemarle. All transfer credit is awarded pending successful completion of one semester as a full-time student.

Transfer students must maintain a "C" average on all work

attempted (at least 24 hours) at the College of The Albemarle to be able to graduate. If the "C" average is maintained, all grades transferred to the College will be considered with those earned at COA to determine honors and rank in class.

FRESHMEN ORIENTATION PERIOD

The purpose of the orientation program is to introduce the student to his new environment and to acquaint him with the policies and ideals of the College. Receptions, assemblies, lectures, and open forum discussions are held to help him make a better adjustment to college life.

REGISTRATION

Students must register on the day designated for registration. Late registration is permitted within one week after classes start, but only with the approval of the Dean of Student Affairs and Dean of Instruction.

CLASS ATTENDANCE

It is the policy of the College to require attendance in all regularly scheduled classes and at convocations and such other functions as are deemed necessary and beneficial to the student's educational growth and development.

Since all absences are considered detrimental to the progress of the student, distinctions between "excused" and unexcused" absences are of limited value and can often be misleading. Faculty members will attempt to assist students in making up work when absences are "excused".

The *only* recognized "excused" absences will be:

1. Illness of the student
2. Critical illness or death in the immediate family
3. Other circumstances which may, in the judgement of the Dean of Instruction, be deemed to have made absences justifiable or unavoidable.

A statement of the reason(s) for absences which the student wishes to be considered "excused" should be presented to the Dean of Instruction's office *in writing*. These statements should be neatly written and in good form and should be accompanied by a statement from a physician when appropriate.

Any Faculty Member may (and should) recommend that a student be disenrolled from a class at any time he deems the student's absences to be excessive and detrimental to the student's making necessary progress in the course. When such recommendations are made before the date for withdrawing

from classes without penalty, the student will receive the grade of "W". Recommendations made after that time will result in the student's receiving an "F" in the course.

Appeals from the decisions of faculty members or the Dean of Instruction with regard to absences will be heard by the Executive Committee of the Faculty. It is not expected that appeals from that Committee to the entire faculty will be allowed, except on recommendation of a member of the Committee or the President.

SYSTEM OF GRADING

Each student receives a grade in his course at the middle of the semester and at the close of the semester. The mid-semester grades are not a part of the student's permanent record; they are designed to give the student an indication of his progress. The system of grades is as follows:

Grade	Significance	Quality Points
A	Superior	4 per sem. hr.
B	Good	3 per sem. hr.
C	Average	2 per sem. hr.
D	Poor, but passing	1 per sem. hr.
F	Failure	0 per sem. hr.
I	Incomplete	0 per sem. hr.

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next semester following the one in which the incomplete was received. If not removed within this time, the incomplete becomes a failure (F).

AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

CLASS CHANGES

A student who finds it necessary to withdraw from a course must apply to the Dean of Instruction. The application form, when signed by the Dean of Instruction and the instructor or advisor, is to be presented to the Recorder.

A student may drop a course during the late registration period without a grade, following the above procedure.

A student who withdraws during the first six weeks of a regular semester, or during the first two weeks of a summer session, will receive the grade (W). After the sixth week of a regular semester, or the second week of a summer session, a student

doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the Dean of Instruction and the instructor, will receive the grade (W). All other withdrawals will result in the grade (F).

WITHDRAWAL FROM COLLEGE

A student who withdraws is expected to confer with his advisor and clear through the office of the Dean of Instruction, Recorder, and Business Manager. No withdrawal is considered official unless this procedure has been followed. Should the student be unable to present himself at the Dean of Instruction's office, he should promptly advise the College in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of (F) in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.

ACADEMIC PROBATION AND SUSPENSION

Any student failing to pass at least 3 semester hours of course work in the first semester at COA is automatically excluded from registering for the second semester.

A student may be placed on probation in accordance with the following standards:

Quality Point Average Needed to Remain in Good Standing	Semester Hours Attempted
1.4	1-14
1.6	15-27
1.8	28-45
2.0	46+

By the end of the probationary semester (that semester immediately following notification of probationary status) the student is expected to have earned the necessary quality point average consistent with the number of semester hours attempted as indicated on the scale. For transfer students, the total number of hours attempted in any institution will determine the quality point average needed to remain in good standing, even though his grade point average will be computed on the basis of work attempted at the College of The Albemarle. If the student is unable to meet the proper quality point average by the end of the probationary semester, suspension of the student will be automatic. One academic term must elapse before the suspended student is eligible for reinstatement. Requests for reinstatement are sent to the Faculty Executive Committee. This committee will consider all letters of petition from students disenrolled for academic or disciplinary causes.

DISMISSAL

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. Such action is the responsibility of the Faculty Executive Committee. Any student may appeal a suspension decision by letter to the Board of Trustees via the Office of the President.

ACADEMIC LOAD

Sixteen hours of college work is considered the normal student load. Permission must be obtained from the Dean of Instruction for scheduling more than eighteen hours of work. A student enrolled in at least twelve hours of work is considered to be a full-time student.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a minimum load of four subjects (at least twelve semester hours of work) and maintain at least a "B" average, with no grade lower than a "C".

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic average during their freshman year are honored by being named commencement marshals. The marshal who has the best academic record is designated chief marshal.

REQUIREMENTS FOR GRADUATION

I. General Statement

A. *Academic Requirements*

The College awards the degrees listed below to persons who have fulfilled the following requirements:

1. Completion of at least 64 hours of collegiate work with at least a C (2.0) average. In computing the grade point average all work attempted at the College of The Albemarle shall be considered.
2. All of the requirements listed for each degree must be met.
3. Of the *last* 30 hours of work completed for a degree, at least 24 must be completed at the College.
4. Petitions for exceptions to these Academic requirements will be considered by the Faculty Executive Committee.

B. *Other Requirements*

1. Degrees will not be awarded to students with outstanding financial obligations to the College.

II. Degree Requirements

A. *Associate in Arts Degree*

	<i>Semester Hours</i>
English Composition	6
Mathematics	3*
Natural Science	8
Humanities	6
Social Science	6
Physical Education 101, 102, 201, 202	4
	—
	33
Electives	31
	—
Total	64

B. *Associate in Applied Science Degree*

	<i>Semester Hours</i>
English Composition	6
Mathematics	3**
Social Science	6
Physical Education 101, 102, 201, 202	4
	—
	19
Candidates must meet the requirements stated above and all other requirements outlined in the curriculum the student is following.	45
	—
Total	64

III. Definitions

A. *Humanities*

Fine Arts, Literature, Foreign Language, Speech, and Philosophy courses.

B. *Natural Science*

Biology, Chemistry and Physics courses.

C. *Social Sciences*

Anthropology, Economics, Geography, History and Political Science, Psychology, and Sociology courses.

* Mathematics 100 will not satisfy this requirement.

** Mathematics 100 will satisfy this requirement only if additional study in mathematics is not required under the program of study listed for particular occupational preparation.

FEES AND EXPENSES

Tuition (per semester)

Resident (15 or more semester hours)	\$ 60.00
Non-resident (15 or more semester hours)	150.00
Reduced hours (less than 15 hours)	
Residents—per semester hour	4.00
Non-residents—per semester hour	10.00
Late registration fee	5.00
Change of schedule (each drop or addition)	1.00
Transcript fee (no charge for first one)	1.00
Activity fee (each semester)	10.00

Cost of books and supplies, while varying somewhat according to the courses of study, will be approximately \$50 per semester.

Special tuition rates apply to students taking certain music courses. These rates are the same for residents and non-residents. Fees for non-credit Music 94 and Music 99 are to be arranged directly with the Head of the Music Department. All Applied Music Courses (Voice, Piano, and Organ), for which credit is given, will be charged at the rate of \$15.00 per semester hour—figured separately from charges for other credit hours.

All members of the graduating class will pay a diploma charge and a cap and gown rental at the beginning of the spring semester of the year in which they expect to graduate.

Each full-time student pays a student activity fee adopted and administered by the Student Senate. This entitles the student to admission to many College sponsored activities. Students who pay the student fee both semesters will be given a yearbook at the end of the spring semester.

RESIDENT STATUS FOR TUITION PAYMENT

The tuition charge for legal residents of North Carolina is less than for non-residents. To qualify for in-state tuition, the student (or in the case of a minor, his parent or guardian) must have *maintained legal residence* in North Carolina *with intention* of making it a *permanent domicile*—for at least six months immediately prior to his enrollment or re-enrollment. For tuition assessment purposes, a person does not establish a domicile *merely* by spending time in North Carolina, payment of taxes, owning property, voting, *or by attending an institution of higher education*. A person neither gains nor loses in-state residence status while serving in the Armed Forces. A student may retain his in-state status for six months after he abandons his legal residence in North Carolina.

In questions of doubt concerning residence status—the student is responsible for establishing proof of residence and for securing a ruling by stating his case in writing to the Dean of Student Affairs.

INSURANCE

The College assumes no responsibility for injuries or losses beyond what is covered by optional accident insurance. An opportunity will be provided during each registration period for all full-time students to obtain accident insurance (\$2.50 per year), and group hospitalization insurance.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of \$5.00 or less, except if a course or curriculum fails to materialize, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening school as well as the day school. In the summer session, two-thirds of the tuition will be refunded only if withdrawal occurs within five calendar days after the first day of classes.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures.

TRANSCRIPT OF RECORDS

Upon request of the student, a record of academic credit earned at the College of The Albemarle will be sent to any person or agency designated by the student. Each student is entitled to one official transcript of his work without charge, provided all accounts with the College have been settled satisfactorily. Additional transcripts will be provided upon payment of a fee of one dollar per transcript.

PROGRAMS OF STUDY

Any of the academic courses offered by the College for credit, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. A student who expects to continue his college career or to enter a professional school after leaving the College of The Albemarle should consult the catalog of the institution which he expects to attend and select his courses accordingly. Although an advisor will gladly assist the student in choosing the courses that will assure junior standing in the senior institutions, the final responsibility for selecting the proper courses must rest with the student. The programs of study outlined on the following pages are suggested guidelines which should assist the student in planning his future academic or technical career. They are to be used only as guidelines!

COLLEGE PARALLEL CURRICULA

LIBERAL ARTS

Associate in Arts Degree

First Year

First Semester		Second Semester	
ENG 101 (English Composition)	3	ENG 102	3
HIS 101 (Survey of World Civil.)	3	HIS 102	3
BIO 101 or CHM 101	4	BIO 102 or CHM 102	4
MAT 100 or 101 (Gen., College Alg.)	3	PED 102	1
PED 101	1	*Electives	4
*Elective	3		
	17		15

Second Year

First Semester		Second Semester	
ENG 201 or 205 (Eng. or Amer. Lit. Survey)	3	ENG 210 (Public Speaking)	3
Social Science	3	Social Science	3
Fine Arts Elective	3	PED 202	1
MAT 201	1	*Electives	8
*Electives	7		
	17		15

* Foreign language is recommended as an elective for those students desiring to transfer to colleges of arts and sciences at the upper division level.

MUSIC

Associate in Arts Degree

The following courses are tentatively suggested for students planning to concentrate their studies in the field of Music. Members of the Music Faculty will advise students wishing to pursue studies leading to the Bachelor of Arts in Music, Bachelor of Music, and Bachelor of Science in Music with eventual concentrations in music history and literature, theory and composition, piano, voice, organ, liturgical music and music education.

First Year

First Semester		Second Semester	
ENG 101 (English Composition)	3	ENG 102 (English Composition)	3
MAT 101 (Gen., College Alg.)	3	MAT 102 (Trigonometry)	3
HIS 101 (Survey of World Civil.)	3	HIS 102	3
MUS 107 (Music Theory I)	4	MUS 108	4
MUS 112, 114 or 116 (Voice, Piano, Organ)	2	MUS 113, 115 or 117	2
MUS 110 (Chorus)	1	MUS 111	1
PED 101	1	PED 102	1
	17		17

Second Year

First Semester		Second Semester	
ENG 201 or 205 (Eng. or Amer. Lit. Survey) or		ENG 202 or 206 (Eng. or Amer. Lit. Survey) or	
FRE 101 or 151	3	FRE 102 or 152	3
PHY 201 (Gen. Physics)	3	PHY 202	4
PSY 201 (Introductory Psychology)	3	MUS 106	3
MUS 105 (History of Music)	3	MUS 213, 215 or 217	2
MUS 212, 214, or 216 (Voice, Piano, Organ)	2	MUS 211	1
MUS 210 (Chorus)	1	PED 202	1
PED 201	1	Electives	3
	16		17

BUSINESS ADMINISTRATION

Associate in Arts Degree

First Year

First Semester		Second Semester	
ENG 101 (English Composition)	3	ENG 102 (English Composition)	3
HIS 101 (Surv. World Civ.)	3	HIS 102 (Surv. World Civ.)	3
Science	4	Science	4
MAT 100 (Intro. to Math.)	3	PED 102 (Physical Education)	1
or		Business Elective	3
MAT 101 (College Algebra)	3	Elective	3
BUS 106 (Intro. to Business)	3		
PED 101 (Physical Education)	1		17
	17		

Second Year

Third Semester		Fourth Semester	
ECO 201 (Prin. of Economics)	3	ECO 202 (Prin. of Economics)	3
¹ BUS 101 (Elem. Typewriting) (2)		BUS 204 (Prin. of Accounting)	4
BUS 203 (Prin. of Accounting)	4	ENG 210 (Public Speaking)	3
EDP 101 (Computer Fund)	3	PED 202 (Physical Education)	1
PED 201 (Physical Education)	1	Electives	6
Elective	3		
			17
	14 or 16		

¹ Students who pass a proficiency test will be excused from this course. The minimum number of hours required for a degree is increased by two for students taking this courses.

TECHNICAL CURRICULA

The following curricula in Secretarial Administration, Drafting and Design Technology, and Electronics Technology are suggested for students in these areas. Deviations from the programs of study outlined must be approved in writing by the Head of the Technical Division and the Dean of Instruction. These technical curricula are primarily intended to prepare the student to enter employment, but should be accepted for transfer to a senior institution (one that offers advanced training in these areas), without loss of credit hours, towards a bachelor's degree.

The Associate in Applied Science Degree is awarded after the REQUIREMENTS FOR GRADUATION have been completed. Students who plan to enter employment immediately

after graduation should schedule as many extra classes in their areas as possible, and plan on attending summer school between the freshman and sophomore year. This should be done so that they will have the maximum amount of training possible in the area in which they will be seeking employment.

Those students planning to transfer to a senior institution should consult the catalog of the institution they plan transferring to and select their courses accordingly.

ADMISSION REQUIREMENTS

Minimum Admission Requirements For Electronics and Drafting & Design Technology

Requirements for admission of a candidate to the regular two-year Electronics and Drafting Technology programs include the following qualifications. The candidate:

1. Must be a high school graduate or have a State-approved equivalent education.
2. Must submit transcripts of high school and post-high school education.
3. Must have high school credit for two units of mathematics, one of which is in algebra and the other in plane geometry or an equivalent in modern mathematics. One-half unit of trigonometry is desirable. Those who fail to meet the accepted standards for technical mathematics, as determined by appropriate tests, will be required to complete successfully a prerequisite mathematics course to remove the deficiency. A student with deficiencies may be admitted only when there is strong indication of probable success.
4. Should have completed one unit of science (beyond general science) with laboratory—physics, chemistry, biology, etc. More than one laboratory science in high school is encouraged.
5. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student selection, placement, and guidance.
6. Must be in acceptable condition of physical and mental health. Every student is required to have a physical examination prior to his initial registration.
7. Must have an interview with representative of Technical Division for discussing enrollment plans and lifetime career goals.

SECRETARIAL ADMINISTRATION

Associate in Applied Science Degree

First Year

First Semester		Second Semester	
ENG 101 (English Composition)	3	ENG 102 (English Composition)	3
MAT 100 (Intro. to Math.)	3	BUS 107 (Business Math.)	3
BUS 101 (Elem. Typewriting) (2)		BUS 102 (Int. Typewriting)	2
HIS 101 (Surv. World Civ.)	3	HIS 102 (Sur. World Civ.)	3
BUS 104 (Elem. Shorthand)	3	BUS 105 (Int. Shorthand)	3
BUS 106 (Intro. to Business)	3	PED 102 (Physical Education)	1
PED 101 (Physical Education)	1		
	16 or 18		15

Second Year

Third Semester		Fourth Semester	
BUS 103 (Advanced Typewriting)	2	BUS 207 (Bus. Communications)	3
BUS 201 (Advanced Shorthand)	3	BUS 202 (Transcription)	2
BUS 202 (Prin. of Accounting)	4	BUS 204 (Prin. of Accounting)	4
or Elective		or Elective	
EDP 101 (Computer Fund.)	3	PED 202 (Physical Education)	1
PED 201 (Physical Education)	1	Electives	9
Elective	3		
	16		19

¹Students who pass a proficiency test will be excused from this course. The minimum number of hours required for a degree is increased by two for students taking this course.

²Students who pass a proficiency test will be excused from this course. They will schedule 3 additional hours of electives.

DRAFTING TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester		Second Semester	
MAT 101 (College Algebra)	3	MAT 102 (Trigonometry)	3
ENG 101 (English Composition)	3	ENG 102 (English Composition)	3
DFT 101 (Engineering Drawing)	3	DFT 102 (Engineering Drawing)	3
DES 101 (Tools, Materials & Processes)	3	DES 102 (Tools, Materials & Processes)	3
TEC 101 (Intro. to Technology)	1	DFT 203 (Descriptive Geometry)	3
EDP 101 (Computer Fund.)	3	DFT 104 (His. of Architecture)	2
PED 101 (Physical Education)	1	PED 102 (Physical Education)	1
	17		18

Summer Session

DFT 207 (Architectural Drafting)	3	DFT 208 (Architectural Drafting)	3
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Second Year

Third Semester		Fourth Semester	
PHY 201 or 203	4	PHY 202 or 204	4
Social Science	3	Social Science	3
TEC 201 (Technical Writing)	3	DFT 202 (Adv. Engineering Drawing)	3
DFT 201 (Adv. Engineering Drawing)	3	DFT 205 (Design Drafting)	3
DFT 204 (Jig & Fixtures)	3	Elective	3
PED 201 (Physical Education)	1	PED 202 (Physical Education)	1
	17		17

ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester		Second Semester	
MAT 101 (College Algebra)	3	MAT 102 (Trigonometry)	3
ENG 101 (English Composition)	3	ENG 102 (English Composition)	3
ELN 101 (Basic Electronics I)	7	ELN 102 (Basic Electronics II)	7
TEC 101 (Intro. to Technology)	1	EDP 101 (Computer Fund.)	3
DFT 101 (Engineering Drawing)	3	DFT 103 (Electronic Drafting)	2
PED 101 (Physical Education)	1	PED 102 (Physical Education)	1
	18		19

Summer Session

ELN 205 (Computer Elect. I)	4	ELN 206 (Computer Elec. II)	4
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Second Year

Third Semester		Fourth Semester	
(Social Science)	3	(Social Science)	3
(Physics)	4	(Physics)	4
ELN 201 (Transistor Elect.)	4	ELN 203 (Industrial Elect.)	4
ELN 202 (Communications Elect.)	4	ELN 204 (Circuit Analysis)	4
TEC 201 (Technical Writing)	3	PED 202 (Physical Education)	1
PED 201 (Physical Education)	1		
	19		16

TEACHER AIDE

Associate in Applied Science Degree

Freshman (1st Year)

Fall		Spring	
ENG 101	3	ENG 102	3
HIS or GEO 101	3	HIS or GEO 102	3
BUS 101 (Typing)	2	BUS 102 (Typing)	2
MATH 100	3	MATH 101	3
ENG 105	3	ED 201	3
PED 101	1	PED 102	1
HYG 105	1	HYG 106	1
	16		16

Sophomore (2nd Year)

Fall		Spring	
Humanities Elective	3	Humanities Elective	3
PSY 201	3	PSY 231 (Child Growth & Devel.)	3
BIO or CHEM 101	4	BIO or CHEM 102	4
Electives	4	Electives	6
PED 201	1	PED 202	1
	15		17

It is recommended that Elective Courses be selected from the following:

1. Audio-Visual
2. Music 223 (Music Fundamentals)
3. Art 103-104
4. PED 221
5. Library 100



COURSES OF INSTRUCTION

All college preparatory courses are indicated by a three-letter prefix and number below 100. All Freshman courses are indicated by a three-letter prefix and numbers ranging between 100-200. All Sophomore courses are indicated by a three-letter prefix and numbers ranging between 200-300.

The contact hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any semester the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll, on request and with the approval of the institution, for additional instructional hours to make up twenty-five hours per week in a technical curriculum or sufficient hours of attendance to make up thirty hours per week in a vocational trade curriculum.

ANTHROPOLOGY

- | | | |
|----------------|--|----------|
| ANT 201 | Anthropology | 3 |
| | A survey of both cultural and physical anthropology. The course considers archaeology, ethnology, linguistics, human paleontology, and briefly, human genetics as an anthropological tool. | |

ARTS

- | | | |
|---------------------|--|-------------|
| MUS 94 | Piano | |
| | Preparatory, a course designed for those without sufficient background and technical proficiency to begin the studies and repertoire listed for the first year of college piano, MUS 114. No credit. Open to all students. Fees to be arranged. | |
| MUS 99 | Voice | |
| | Preparatory, a course designed for those of insufficient background in vocal arts practice to warrant the granting of college credit, or who do not wish to study voice for credit. Fees to be arranged. | |
| ART 101, 102 | History and Appreciation of Art | 3, 3 |
| | A survey of the graphic arts, sculpture, and architecture from primitive times to the present. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook. Open to all students.
First semester: Pre-historic to High-Renaissance
Second semester: High-Renaissance to 1930 | |
| ART 103 | Color and Design | 3 |
| | A course covering color theory and design principles with emphasis on design fundamentals. | |

ART 104	Drawing	3
	A course covering the introduction to drawing in various media.	
MUS 105, 106	History and Appreciation of Music	3, 3
	A historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation and enjoyment of music. Parallel reading assignments and reports. Recorded music examples. Open to all students.	
	First Semester: Theories on the origin, nature and function of music. Music materials and mediums. Primitive and pre-Christian music, early Christian Romanesque, Gothic and Renaissance music.	
	Second Semester: A study of Baroque, Classic, Romantic, Post-Romantic, Twentieth Century music.	
MUS 107-108	Music Theory I	4-4
	Covers rhythm, scales, melodic and basic four-part harmonic writing and dictation. It is advised that all students who plan to work toward a major in music when they transfer should take this course their first year. The student should have enough knowledge of piano to be able to play the harmony examples he will write during the year. Open to all students. Three class hours each week, and one laboratory period of two hours.	
MUS 207-208	Music Theory II	4-4
	Covers more advanced harmonic progressions, modulation, dictation, and simple keyboard harmony. Three class hours each week, and one laboratory period of two hours. Prerequisite: Music 108; (Offered upon demand for students transferring to schools requiring two years of music theory during the first two years of college.)	
MUS 110, 111, 210, 211	Chorus	1, 1, 1, 1
	Study-activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. Open to all students. At least two public performances each year.	
MUS 223	Music Fundamentals	3
	For the student who plans to major in elementary education. Includes rhythm, solfeggio, and basic music knowledge necessary for elementary school teaching. Open to all students.	
MUS 112, 113, 212, 213	Voice	1,1,1,1;2,2,2,2
	First Semester: Emphasis upon correct posture, breathing, intonation, vowel formation, diction; attacking, sustaining, releasing the tone; legato singing phrasing. Repertoire: Folk and folk-like songs in English; simpler early Italian arias.	
	Second Semester: Emphasis upon messa di voce, mezzo-voce, scales, arpeggios, simple embellishment, recitative. Repertoire: Simpler songs and arias from the Baroque and Classic periods.	
	Third Semester: Emphasis upon portamento; execution of wider intervals, extended scales, and arpeggios, more difficult embellishments. Repertoire: More difficult songs and arias from the Baroque and Classic periods.	
	Fourth Semester: Emphasis upon exercises to develop increased agility, detached notes, vocal color. Repertoire:	

Easy to medium-difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. One lesson, four hours practice weekly: 1, 1, 1, 1. Double lesson, eight hours practice weekly: 2, 2, 2.

MUS 114, 115, Piano 1,1,1,1;2,2,2,2

214, 215 Open for credit to all students who demonstrate a sufficient background to complete the requirements listed below.

First year: All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Bach Two-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart and Beethoven. Easier literature of the Romantic school.

Second year: All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Bach Two- and Three-Part Inventions. More difficult sonatas of Mozart and Beethoven, and compositions of Schubert, Schumann, Chopin, and Brahms. Some pieces from the modern composers. For two hours credit each semester: one hour private lesson each week, eight hours a week practice.

MUS 116, 117, Organ 1,1,1,1;2,2,2,2

216, 217 Open to all students who have completed Mus 115 or can demonstrate in audition a similar technical proficiency of piano playing. First year: A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's *Eight Little Preludes and Fugues* should be completed, together with some chorale preludes from his *Orgelbüchlein* and some easy compositions by other composers. As soon as feasible, hymn-playing will become a part of each lesson.

Second year: Completion of the *Eight Little Preludes and Fugues* and study of other Bach such as the "Toccatina and Fugue in D Minor," "Prelude and Fugue in E Minor" (Cathedral). Additional chorale preludes from *The Liturgical Year*, a Mendelssohn Sonata, some pieces from pre-Bach, Romantic, and Modern schools of organ composition, and church service playing will be studied. For two hours credit each semester: one hour private lesson each week, eight hours a week practice.

THE 121, 122* History of the Theatre 3,3

THE 121: The history of the great periods of theatre from the Greek classical to the Elizabethan, emphasizing types and styles of drama, dramatic literature, acting, directing, costuming, and the physical plant.

THE 122: A continuation of the study of periods of the theatre from the French neo-classical to the contemporary, emphasizing the above aspects as well as those of stage lighting, scenic design, stage makeup, and sound effects.

* Laboratory hours to be arranged.

BIOLOGY

- | | | |
|---------------------|--|------|
| BIO 101, 102 | General Biology
101. Zoology—An introduction to the science of animal life, beginning with the unicellular animals and terminating with a survey of the vertebrates. Basic anatomy, physiology, and ecological adaptations are emphasized. Three lecture hours, three laboratory hours.
102. Botany—A study of the various plant groups from one-celled forms through vascular plants. Angiosperm structures and physiology are emphasized. Fundamental biological principles are included as an integral part of this course, including a thorough coverage of elementary genetics. Three lecture hours, three laboratory hours. | 4, 4 |
| BIO 201-202 | Comparative Chordate Anatomy
A thorough coverage of chordate anatomy, with emphasis on a comparative study of the organ systems. Evolutionary principles and relationships between chordate groups are stressed. Three lecture hours, three scheduled laboratory hours. (Note: Unscheduled laboratory work will be needed to cover exercises satisfactorily.)
Prerequisites: Biology 101 and 102. | 4-4 |
| BIO 206 | Human Physiology
A study of the basic functions of the various vertebrate systems, with special emphasis on the human.
Prerequisites: Biology 101 and 102, or the instructor's permission. Three lecture hours, three laboratory hours. | 4 |
| BIO 210 | Ecology
A study of basic ecological principles, with special emphasis upon the faunal and floral communities native to Eastern North Carolina. Field trips will be taken for collection and observation purposes.
Prerequisites: Biology 101 and 102. Three lecture hours, three laboratory hours. | 4 |

BUSINESS

- | | | |
|----------------|--|---|
| BUS 101 | Elementary Typewriting
Mastery of the keyboard and development of basic techniques leading to speed and accuracy on manual and electric typewriters.
Two hours class, three hours laboratory. | 2 |
| BUS 102 | Intermediate Typewriting
Accuracy and speed are developed through correct typewriting techniques. Practical applications, business letters, manuscripts, tabulations, centering.
Two hours class, three hours laboratory.
Prerequisite: BUS 101 or demonstration of proficiency. | 2 |
| BUS 103 | Advanced Typewriting
Further development of production speed and accuracy. Application of skills: special communications, statistical tabulations, minutes, reports, legal documents, and business forms.
Two hours class, three hours laboratory.
Prerequisite: BUS 102. | 2 |

BUS 104	Elementary Shorthand	3
	Emphasis is placed on the mastery of word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques. Three hours class, two hours laboratory.	
BUS 105	Intermediate Shorthand	3
	Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material. Three hours class, two hours laboratory. Prerequisite: BUS 104 or demonstration of proficiency.	
BUS 106	Introduction to Business	3
	A comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management. Three hours class.	
BUS 107	Business Mathematics	3
	The application of standard principles of mathematics to business situations. Includes markup, trade and cash discounts, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, statistics. Three hours class.	
BUS 108	Personal Finance	3
	Covers personal and family finance, budgeting, borrowing, charge accounts, installment buying, insurance, home buying, income taxes, the stock market, other investment media. Three hours class.	
BUS 201	Advanced Shorthand	3
	Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes transcription practice. Two hours class, three hours laboratory. Prerequisite: BUS 105.	
BUS 202	Transcription	2
	Designed to develop rapid and accurate transcripts from office-type dictation. Includes intensive drill in machine transcription. Two hours class, two hours laboratory. Prerequisite: Typing speed of at least 40 w.p.m.	
BUS 203	Principles of Accounting	4
	A study of the basic accounting concepts as applied to a single proprietorship. Practical problems requiring students to use journals and general ledgers; preparation and analysis of work sheets, the balance sheet and income statement. Introduces basic concepts of internal control. Three hours class, two hours laboratory. Prerequisite: BUS 107.	
BUS 204	Principles of Accounting	4
	Provides a basic knowledge of accounting principles as applied to partnerships and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements. Three hours class, two hours laboratory. Prerequisite: BUS 203.	

BUS 205	Business Law	3
	Law as it applies to business transactions, including the making of contracts, principal and agent, negotiable instruments, principal and surety, insurer and insured. Three hours class.	
BUS 206	Business Law	3
	Continuation of BUS 205. Concerns bailments, sales, partnerships, corporations, real estate and torts. Three hours class. Prerequisite: BUS 205.	
BUS 207	Business Communications	3
	A study of the principles of modern business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports. Three hours class. Prerequisite: ENG 102.	
BUS 208	Marketing	3
	A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior, marketing consumer goods, the ways middlemen's activities affect the manufacturer's sales strategy. Three hours class.	
BUS 209	Business Machines	2
	Study of the use and operation of the various business machines. One hour class, three hours laboratory.	

CHEMISTRY

CHM 101-102	General Chemistry	4-4
	A study of the fundamental principles and theory of inorganic chemistry and organic chemistry; with an introduction to biochemistry and nuclear chemistry. Three lecture hours and one laboratory period of three hours a week.	
CHM 201	Qualitative Analysis	4
	Theory of physical chemistry, dissociation constants, solubility product, hydrolysis complexions, and oxidizing potential to analytical separations. The semi-micro technique is used in the laboratory. Prerequisite: Chemistry 101-102. Three class hours, and one laboratory period of three hours a week.	
CHM 202	Quantitative Analysis	4
	The theory of this type of analysis with emphasis on the gravimetric and volumetric methods. Prerequisite: Chemistry 101-102. Two class hours and two laboratory periods of three hours a week.	

DESIGN

DES 101-102	Tools, Materials, and Processes	3-3
	Introduction to design principles as effecting the draftsman designer; characteristics of materials; methods and procedures used to transform raw materials into finished	

products; solving basic design problems through laboratory exercises and experiments.

Three hours lecture.

- DES 103** **Strength of Materials** 3
A study of the characteristics of various materials used by industry and structural members subjected to different types of loads.
Three hours lecture.

DRAFTING

- DFT 101** **Engineering Drawing** 3
Basic Engineering Graphics techniques and principles including use and care of instruments, lettering, applied geometry, introduction to orthographic projection and the elements of dimensioning.
Two hours lecture, four hours laboratory.
Beginning students who have had two or more years of mechanical drawing in high school and who are proficient in basic Engineering Graphics principals may be allowed to substitute a three hour course for DFT 101 (subject to approval of Drafting department and/or advisor).
- DFT 102** **Engineering Drawing** 3
Further study of orthographic and related projection methods to include pictorial representations; advanced dimensioning techniques; topographical drawing; basic intersection and development problems; sections and conventions; and graphical analysis.
Two hours lecture, four hours laboratory.
Prerequisites: DFT 101.
- DFT 103** **Electronic Drafting** 2
The application and principles in the use of symbols and conventions in the making of schematic, block diagrams, and other graphic methods of representing electronic engineering problems.
One hour lecture, three hours laboratory.
Prerequisite: DFT 101.
- DFT 104** **History of Architecture** 2
A study of the development of architectural forms from early civilization to present time.
Two hours lecture.
- DFT 201-202** **Advanced Engineering Graphics** 3-3
An advanced technical study of engineering graphics to include but not limited to: gears and cams; various industrial fasteners; fluid-power drawings; tool and die drawings; patent drawings and study of ASA (American Standards Association) drafting practices.
Two hours lecture, four hours laboratory.
Prerequisite: DFT 102.
- DFT 203** **Descriptive Geometry** 3
Graphic analysis of space problems involving points, lines and planes either separately or in combined forms.
Two hours lecture, four hours laboratory.
Prerequisite: DFT 102.

DFT 204	Jigs & Fixtures	3
	Principles and practice of jig & fixture design; problem and design analysis as related to jigs and fixtures construction. Two hours lecture, four hours laboratory. Prerequisite: DFT 102.	
DFT 205	Design Drafting	3
	Introduction to basic motion transfer as related to power trains to include pulley, chain drives, ratchet pawls, gears & cams, levers, design problem solving. Two hours lecture, five hours laboratory. Prerequisite: DFT 102.	
DFT 206	Individual Drafting Study	3
	Research and study in a specialized area of Engineering Graphics to be related to the students vocational interests. Prerequisite: Instructor's consent.	
DFT 207-208	Architectural Drawing	3-3
	Basic architecture relating to the construction of dwellings and commercial buildings including basic design requirements for foundations, floors, walls, roof construction, windows, doors and appointments. Two hours lecture, four hours laboratory. Prerequisite: DFT 102, DFT 104.	

ECONOMICS

ECO 201-202	Principles of Economics	3-3
	Fundamental principles underlying basic economic concepts and the problems of modern economic society. First semester surveys the nature of our private enterprise system, the role of government, evaluates our credit structure, and introduces national income accounting and analysis. Second semester devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources. Three hours class.	

EDUCATION

EDU 201	Introduction to the Study of Education	3
	For students beginning professional training in teacher education. To acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.	

ELECTRONIC DATA PROCESSING

EDP 101	Computer Fundamentals	3
	Basic course in computers covering history of computers, comparison of digital and analog computers and their uses, binary numbers, fundamentals of logical algebra and logic equations, and the terminology of computers. Three hours lecture.	

EDP 102	Programming for Computer-Based Information Systems	4
	Study of the concepts of computer-based systems design, the concepts and tools of programming, and a specific computer language. Three hours lecture, three hours laboratory. Prerequisite: EDP 101	

ELECTRONICS

ELN 101	Basic Electronics I	7
	Electron theory, basic circuits, cells and batteries, resistance, networks, Ohm's law, Kirchhoff's laws, Watt's law, Thevenin's Theorem, Norton's Theorem, superposition principle, magnetism, electromagnetism, alternating current, impedance, phase relationship, resonance, transformers, time constants, principles and use of measuring instruments. Five hours lecture, six hours laboratory.	
ELN 102	Basic Electronics II	7
	Vacuum tubes, vacuum tube characteristics, semi-conductors, semiconductor characteristics, mutual conductance, load lines, rectifiers, power supplies, audio amplifiers, detector circuits, frequency response, distortion analysis, inverse feedback, impedance matching, power amplifiers, oscillator circuits, wave shaping circuits, frequency measurements, amplitude modulation, frequency modulation. Use of oscilloscope, audio generators, RF signal generators and other related test equipment. Prerequisite: ELN 101.	
ELN 201	Transistor Electronics	4
	Transistor characteristics, amplifiers, oscillators, integrated circuits, application to electronic circuits and industrial circuits, servicing of transistor and integrated circuits, developments in transistor and integrated circuits. Three hours lecture, three hours laboratory. Prerequisite: ELN 102.	
ELN 202	Communication Electronics	4
	Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, single side band, keying systems, linear amplifiers, broadcast equipment, amateur transmitters, frequency measurements, modulation measurements, antenna matching, antenna design, FCC regulations, communication receivers. Three hours lecture, three hours laboratory. Prerequisite: ELN 102.	
ELN 203	Industrial Electronics	4
	Study of industrial electronic devices such as: industrial rectifiers, photo-tube circuits, time delay circuits, resistance sensitive circuits, weld timers, ignitron and thyatron circuits, motor speed controls, selsyns, amplidyne, transducers, industrial instrumentation, remote control, etc. Three hours lecture, three hours laboratory. Prerequisite: ELN 102.	

ELN 204	Circuit Analysis	4
	Study of the design techniques of wideband amplifiers, power amplifiers, distortion effects, negative feedback, tuned amplifiers and oscillator circuits. Three hours lecture, three hours laboratory. Prerequisite: ELN 102.	
ELN 205	Computer Electronics I	4
	An introduction to digital and analog computer circuits. Three hours lecture, three hours laboratory. Prerequisite: ELN 102, EDP 101.	
ELN 206	Computer Electronics II	4
	Applications of Computers to problems, computer circuits, memory circuits, read out devices. Three hours lecture, three hours laboratory. Prerequisite: ELN 205.	
ELN 207	Microwave Electronics	4
	UHF and microwave generators, magnetrons, wave guides, transmission lines, traveling wave tubes, cavity resonators, velocity modulation, field strength indicators, power measurements, coupling methods, antennas, radar, multiplexing, pulse communication, Loran, radio navigation systems, sonar. Three hours lecture, three hours laboratory. Prerequisite: ELN 102.	
ELN 208	Independent Study, Electronics	3
	Designed to foster independent study, research and investigation, in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study. Prerequisite: Instructor's consent.	

ENGLISH

ENG 101-102	English Composition	3
	Intensive work in written expression; frequent themes, library usage, the research paper, essays, short stories, individual conferences. Second semester: Study in the various types of literature with frequent themes related to the reading.	
ENG 105	Voice and Diction	3
	Vocal and Auditory mechanisms; exercises in phrasing, voice projection and articulation; standard regional and general American pronunciation; introduction to phonetics.	
ENG 201	English Literature Survey	3
	From Beowulf to 1800, with emphasis upon Shakespeare, Chaucer and Milton. *Written analyses: 2000-3000 words during the semester. Prerequisites: ENG 101-102.	
ENG 202	English Literature Survey	3
	From 1800 to the present. *See English 201.	

ENG 205	American Literature Survey From the Colonial period to Whitman. *See English 201.	3
ENG 206	American Literature Survey Whitman to the present. *See English 201.	3
ENG 210	Fundamentals of Public Speaking Speech preparation, composition, and delivery. Practical training in the presentation of short speeches. Prerequisite: ENG 101-102.	3
ENG 211, 212	Journalism A general outline of the principles of newspaper practice followed by daily work in news gathering, reporting, and writing of news stories. Regular work on the college newspaper is required. Practice work will be arranged with the Elizabeth City daily newspaper. Prerequisite: ENG 101-102.	3,3

FOREIGN LANGUAGES

FRENCH

FRE 101-102*	Elementary French An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 101-102.	3-3
FRE 151-152*	Intermediate French A systematic review of grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills. Prerequisite: Two years of high school French or French 101-102.	3-3
FRE 201-202*	Advanced French A survey of French literature and civilization from the beginning to 1800. Both the literature and history will be summarized and excerpts from many highlights of each will be read. French conversation and composition will be utilized to insure student comprehension. *One hour lab a week is required. (Offered on alternate years.)	3-3
FRE 203-204*	Advanced French A survey of French literature and civilization from 1800 to the present. Both the literature and history will be summarized and excerpts from many highlights of each will be read. French conversation and composition will be utilized to insure student comprehension. One hour lab a week is required. (Offered on alternate years.)	3-3

SPANISH

SPA 101-102*	Elementary Spanish Pronunciation, grammar, oral and written exercises, conversation, dictation and essay, introductory reading ma-	3-3
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terial. Students who have acquired two high school units in Spanish may not take Spanish 101-102.

- SPA 151-152*** **Intermediate Spanish** **3-3**
For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), both Spanish and Spanish-American writers. Prerequisite: Spanish 101-102 or two years of high school Spanish.
- SPA 201-202*** **Advanced Spanish** **3-3**
A survey of Spanish literature and civilization from the beginning to the 18th century. Both the literature and history will be summarized and excerpts from many highlights of each will be read. Spanish conversation and composition will be utilized to insure student comprehension. One hour lab a week is required. (Offered on alternate years.)
- SPA 203-204*** **Advanced Spanish** **3-3**
A survey of Spanish literature and civilization from the 18th century to the present. Both the literature and history will be summarized and excerpts from many highlights of each will be read. Spanish conversation and composition will be utilized to insure student comprehension. One hour lab a week is required. (Offered on alternate years.)

*Laboratory hours to be arranged.

GEOGRAPHY

- GEO 101** **Principles of Geography** **3**
The physical world and its relation to man with special emphasis upon the effects of climatic differences on population, distribution and human occupations. Required for certification for elementary school teachers.
- GEO 102** **World Geography** **3**
World geography is an analysis of the nation state system with political, economic, social and regional differences evaluated as they affect the distribution of man and his activities.
Prerequisite—GEO 101

HISTORY AND GOVERNMENT

- HIS 101, 102** **A Survey of World Civilization** **3-3**
World history from the era of pre-history to the present. The cultural, economic, social and political developments in the Near East, Europe, Asia, and Pre-Columbian America are covered. History 101 encompasses the period from pre-history to the Sixteenth Century; History 102 from the Sixteenth Century through the post World War II period.
- HIS 201, 202** **A Survey of American History** **3-3**
American history from the period of discovery and colonization to the present. Emphasis is upon certain funda-

mental themes in American history and forces that have shaped American life. History 201 covers the period from discovery to 1865; History 202, the years from 1865 to the present.

POL 211 United States Government 3

An introductory course in American national government. It is designed to familiarize the student with the historical development and operation of the American governmental system. Includes the U.S. constitution, federalism, civil rights, the political process, operation of pressure groups and political parties, the executive, legislative and judicial branches. Application of current politics and problems of the United States is made in the areas studied.
Prerequisite: None, recommended Sophomore standing.

POL 212 State and Local Government 3

This course is designed to provide the student with an understanding of the development, organization, functions and powers of state and local governments in the United States. Included are state constitutions, voting and elections, legislatures, executives, courts, revenues, expenditures, and services. Consideration is given to the increasing importance of local governmental units as they interact with each other and the state and national governments. Particular emphasis is given to state, city and county governments in North Carolina.
Prerequisite: POL 211.

LIBRARY

LIB 100 Library Usage 1

A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course. Class meets one hour per week.

MATHEMATICS

MAT 100 Introduction to Mathematics 3

A study of sets, relations, operations, functions, systems of numeration, real numbers, logic and the deductive method. Recommended for all elementary school majors and for all students with less than two years of high school algebra. It is the student's responsibility to find out whether the school to which he plans to transfer will accept MAT 100 as transfer credit or whether MAT 101-102 is needed. Students who have received credit for MAT 101 cannot take MAT 100 for credit.

MAT 101 College Algebra 3

Sets, functions, graphs, an axiomatic treatment of the real numbers as complete ordered field, solution sets of equations, inequalities, matrices and determinants, mathematical induction, logarithms, binomial theorem and progressions, and permutations, combinations and probability.
Prerequisite: Two years of high school algebra and a sufficiently high score on Math Placement Test.

MAT 102	Trigonometry	3
	The solution of right and oblique triangles by use of the slide rule; trigonometric identities and trigonometric equations; complex numbers; line functions and graphic representation. Prerequisite: MAT 101.	
MAT 114	Integrated Algebra and Trigonometry	5
	Covers the topics included in MAT 101 and MAT 102 at an accelerated rate. Prerequisite: consent of instructor.	
MAT 201-202-203	Calculus and Analytic Geometry I, II, and III	4-4-4
	A study of coordinate systems, loci, limits, differentiation, integration applications, series, partial differentiation, and multiple integration. Prerequisite: MAT 102 or MAT 114. Class meets five times each week.	
MAT 250	Differential Equations	3
	A study of the solution of ordinary differential equations. Prerequisite: MAT 202.	

PHILOSOPHY

PHI 201	Introduction to Philosophy	3
	A course designed to introduce to the student the major philosophers and systems of philosophy from the early Greeks through the medieval period. Limited to Sophomores.	
PHI 202	Introduction to Philosophy	3
	An introductory course intended to acquaint the student with the major philosophers and developments in philosophy from the time of the Renaissance to the contemporary scene. Prerequisite: PHI 201	

HEALTH AND PHYSICAL EDUCATION

No student shall be excused from the Physical Education requirement. Such factors as age or medical reasons may dictate necessary adaptations to the normal program; however, only after a review of each case by the senior member of the Physical Education Department, Dean of Instruction, and Medical Personnel shall adjustments be made. Limited activity or activity designed to help the individual adjust to his particular situation and needs shall be of primary concern.

Veterans shall not be excused from the Physical Education requirements. Military Service is not a substitute for Physical Education.

PED 101-102	Physical Education	1-1
	Basically designed for the development of muscular strength, muscular endurance and cardiorespiratory endurance factors. This is accomplished by engaging in various vigorous individual, dual, and group activities. Self	

evaluation involves physical fitness testing, sport-type and stunt-type motor educability testing. Health knowledge and physiology of exercise information is an integral part of this course. Separate sections are provided for men and women students.

- PED 201-202** **Physical Education** 1-1
 Phase I: Major emphasis is on activities that develop a high degree of physical fitness, with individual motor skill development stressed.
 Phase II: Skill development in activities that the individual student may engage in after graduation from college.
- PED 221** **Techniques for Teaching Physical Education Activities in the Public Schools** 3
 Experiences in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques and organization of Physical Education programs at the secondary level are stressed with some experience in practical application.
- HYG 105** **Hygiene** 3
 Designed to present basic personal health knowledge, and to develop proper health habits and attitudes in the individual.

PHYSICS

- PHY 201-202** **General Physics** 4-4
 A survey of general physics designed to provide a practical understanding of the fundamentals on which technology is based. Topics include mechanics, heat, light, electricity, magnetism, and wave motion.
 Three hours lecture, one hour demonstration and 2 hours laboratory.
 Corequisite: Math 101 or Equivalent
- PHY 203-204** **General Physics** 4-4
 A study of classical and modern physics in which the analytical approach is employed and calculus is applied as needed. Demonstrations, problems and laboratory work are coordinated to give working knowledge of basic principles. PHY 201 includes mechanics, sound, and heat; PHY 202 includes electricity, light, and modern physics. Three hours lecture, one hour demonstration, and 2 hours laboratory.
 Corequisite: Math 202

PSYCHOLOGY

- PSY 201** **General Psychology** 3
 This course emphasizes psychology as a science of human behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs desires; man as a thinking, imagining, reasoning, learning person.

PSY 221 **Educational Psychology** 3
 A study of the learning processes of the elementary school child, including motivation, individual differences, aptitude, creativity, and other areas related to teaching.
 Prerequisite: PSY 201

PSY 231 **Child Growth and Development** 3
 A study of the principles of growth and development of the child beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined.
 Prerequisite: PSY 201

SOCIOLOGY

SOC 201 **Introduction to Sociology** 3
 A study of the social aspects of human group life in which the student, during the first half of the course, is introduced to the basic tools of sociological understanding and interpretation. The remainder of the semester is spent applying the basic elements to the following special areas: The Family, Religion, Education, Minority and Ethnic Groups, and Crime and Delinquency. The sociological trends in Urbanization, Industrialization, and Government are also analyzed.

SOC 202 **Industrial Sociology** 3
 Human relations in industry, the development, characteristics, and implied assumptions of modern industrial societies will be emphasized. The social roles of workers, technicians, management, and owners; formal and informal groups; factories as social organizations; industrial communities, incentives, and leadership.

TECHNOLOGY

TEC 101 **Introductory to Technology** 1
 Introduction to the various fields of technology and the place of the engineering technician in industry. Slide rule, logarithm review, powers of ten, scientific notation, and graphic representation.
 One hour lecture.

TEC 201 **Technical Writing** 3
 This course is a study of the design and composition of both the long and short forms of technical reports. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term.
 Three hours lecture.
 Prerequisite: ENG 102.

DEVELOPMENTAL PROGRAM

Due to a variety of reasons some applicants to the College of The Albemarle are not prepared to begin their program of study on a college credit level. In order to assist students in the removal of their educational deficiencies, the College maintains a Developmental Program.

At present this program includes a Learning Laboratory and organized classes in Language Arts. The Learning Laboratory is staffed full-time and provides programmed materials in English, Mathematics, Social Sciences and Foreign Languages. Students admitted to the College whose test scores and past record indicate deficiencies in Mathematics should avail themselves of the Learning Laboratory to upgrade their Math skills. In order to be eligible to take College Mathematics, students with deficiencies must successfully complete the programmed course in the Learning Laboratory.

The Language Arts course are designed for students with deficiencies in Reading and English usage. When a student's test scores and past record indicate such deficiencies they must enroll in and successfully complete the Language Arts courses before being eligible to take regular credit courses in English.

It is recommended that students avail themselves of the Developmental Program in the summer so that they may begin the Fall semester with as many deficiencies removed as possible.

LANGUAGE ARTS

LAN 90

Non Credit

This course provides instruction in the fundamentals of English usage and construction. Diagnostic testing and remedial reading assistance is provided. It is for those who have encountered difficulties in reading and whose records indicate that they have not developed their skills sufficiently to enable them to successfully undertake other college programs. No credit is given for the completion of this course, but it will be required of those whose records indicate it is needed.

LAN 99

Non Credit

This course is required of all entering students, except those who pass the proficiency examination. Exercises in language skills are stressed and the student is required to demonstrate his ability to read and comprehend scientific, technical and literary materials. Basic study skills are emphasized. All students must pass proficiency tests before taking courses in English. No credit is given for the completion of this course.

Learning Laboratory

Programmed materials are available in areas listed below as well as in many individual special interest courses. A variety of audio-visual aids are used to assist in the learning process. Further details may be found in "Division of Continuing Education" section of the catalogue.

Reading and Language
Social Studies
Academic Skills
Mathematics and Sciences





VOCATIONAL EDUCATION PROGRAM

OBJECTIVES OF THE VOCATIONAL DEPARTMENT:

The purpose of the vocational department is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted, useful, and self-supporting citizens.

The courses are designed to prepare for initial employment, retraining for new skills, or for advancement in their chosen vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

GENERAL REQUIREMENTS:

An applicant to the full-time day programs must present a certificate of graduation and a transcript of his record from a recognized high school, or he may present a High School Equivalency Certificate.

An applicant must be 18 years of age and not attending a school at the high school level. The S. C. A. T. test must be taken prior to entrance.

CLASS ATTENDANCE:

Students are expected to attend all classes. Any work missed due to absences must be made up and is the responsibility of the student.

Absences will be excused only upon the presentation of a doctor's verification of illness or other *bona fide* justification of the absence. The excuse must be submitted to the office of the Dean of Instruction within 24 hours after the student returns to school.

Absences for any reason are the responsibility of the student, and missing more than twenty-five percent of the class meeting hours subjects the individual to be dropped from the course with a grade of "F". The student may appeal to the Dean of Instruction in the case of extreme emergency.

SYSTEM OF GRADING:

- A—Excellent
- B—Good
- C—Fair
- D—Passing
- F—Failure
- I—Incomplete

A grade of "I" (Incomplete) must be removed before the end of the following semester, or it will automatically be changed to an "F" and the subject must be repeated.

WITHDRAWALS:

A student who withdraws from the vocational day program is expected to confer with his advisor and clear through the Director of the Vocational Department and the business office. Any student who leaves the program without written permission will receive a grade of "F" in all courses. Application for withdrawal should be made to the Registration Office.

PROBATION AND SUSPENSION

Any student failing to pass $\frac{1}{3}$ of his work on an hourly basis will be automatically excluded from registration for the next semester.

Any student failing to pass $\frac{2}{3}$ of his work on an hourly basis will be placed on probation for the next semester. If the student does not pass more than $\frac{2}{3}$ of his work the semester he is on probation, he will be automatically excluded from registration for the next semester. After three semesters of work in which the student does not pass $\frac{2}{3}$ of his work, he will be automatically suspended and may be reinstated only by the Faculty Executive Committee. Request for reinstatement will be sent through the Vocational Director to the Faculty Executive Committee.

REQUIREMENTS FOR DIPLOMA OR CERTIFICATE:

A certificate of completion is awarded the student who successfully completes the prescribed trade or adult program of instruction.

Awards of certificates is also based upon payment of all financial obligations owed to the College.

A certificate of graduation and pin will be given to students who successfully complete the Nursing Program.

TUITION COSTS:

The Nursing program has an annual fee of \$120.00.

Part-time vocational courses are \$9.00 each.

Full-time day vocational programs are \$45.00 per semester.

Out of state student tuition is \$112.50 per semester.

REGISTRATION:

Students must register on the day designated for registration. Late registration is permitted within one week after classes start

but only with the approval of the Dean of Student Affairs and Dean of Instruction and upon payment of a \$5.00 late registration fee.

REFUNDS:

Refunds of two-thirds of the tuition paid will be made when unavoidable withdrawal is officially made within ten calendar days of the first day of classes.

PROGRAMS OF STUDY

Automotive Mechanics Trade

First Semester			Hours per week*		
Course Title			Class	Lab.	Shop Prac.
AUT	1100	Auto Engines	3	9	8
MAT	1000	Fundamentals of Mathematics	5	0	0
DFT	1000	Blueprint Reading I	4	0	0
ENG	1020	Reading Improvement	2	0	0
			14	9	8

Second Semester

AUT	1110	Auto Electrical & Fuel Systems	3	9	8
MAT	1010	Vocational Mathematics	3	0	0
PHY	1040	Applied Physics I	1	2	0
MEC	1250	Structures of Metals	3	0	0
ENG	1030	Communications Skills	2	0	0
			12	11	8

Third Semester

AUT	1120	Automotive Power Train Systems	3	3	4
AUT	1130	Automotive Chassis & Suspensions	2	3	4
PSY	1060	Human Relations	2	0	0
ISC	1070	Industrial Organization & Management Procedures	3	0	0
AUT	1140	Automotive Air Conditioning	1	2	0
PHY	1050	Applied Physics II	1	2	0
WLD	1400	Basic Welding	1	2	0
			13	8	8

Machinist Trade

First Semester

MEC	1200	Machine Shop Theory & Practice I	3	16	0
MAT	1000	Fundamentals of Math.	5	0	0
DFT	1000	Blueprint Reading I	4	0	0
ENG	1020	Reading Improvement	2	0	0
			14	16	0

Second Semester

MEC	1210	Machine Shop Theory & Practice II	3	14	0
MAT	1010	Vocational Math	3	0	0
PHY	1040	Applied Physics I	2	1	0
DFT	1010	Blueprint Reading II	2	0	0
MEC	1250	Structures of Metals	3	0	0
ENG	1030	Communications Skills	2	0	0
			15	15	0

Third Semester

MEC	1220	Machine Shop Theory & Practice III	3	10	0
MEC	1260	Heat Treating Practice	0	3	0
MAT	1030	Machinist Math	3	0	0
PSY	1060	Human Relations	2	0	0
ISC	1070	Industrial Organization Management Procedures	3	0	0
PHY	1050	Applied Physics II	1	2	0
WLD	1400	Basic Welding	1	2	0
			13	17	0

Machinist Trade (Second Year Option)

First Semester

MEC	1270	Machine Shop Practice IV	0	15	0
DFT	101	Engineering Drawing	6	0	0
		Electives	9	0	0
			15	15	0

Second Semester

MEC	1275	Precision Machining I	0	15	0
DFT	102	Engineering Drawing	6	0	0
		Electives	9	0	0
			15	15	0

Third Semester

MEC	1280	Precision Machining II	0	6	0
MEC	1285	Jig & Fixture Building	0	6	0
MEC	1290	Machine Repair	0	6	0
		Electives	12	0	0

Elective Courses To Be Taken By Second Year
Machinist Trade Students

DES	101-102	Tools, Materials and Processes
DES	102	Strength of Materials
TEC	201	Technical Writing
DFT	203	Descriptive Geometry

*Hours Per Week—this is the minimum number of hours that each student will spend per week.

Class—refers to the time spent in the classroom.

Lab.—refers to the time spent in the laboratory at a College facility.

Shop Pract.—refers to the time spent in an actual shop or job experience, supervised by a shop foreman or other designated personnel and coordinated by the instructor or instructors in the student's area of study.

COURSES OF INSTRUCTION

GENERAL EDUCATION

- ENG 1020** **Reading Improvement**
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately.
- ENG 1030** **Communication Skills**
Development of ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problems.
- PSY 1060:** **Human Relations**
Development of understanding of relationships to other persons through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization, with special emphasis on the operating responsibilities of good management.
- ISC 1070** **Industrial Organizations and Management Procedures**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
- MAT 1000** **Fundamentals of Mathematics**
Geometric construction of plane figures, theory of numbers, analysis of basic operations: addition, subtraction, multiplication and division of whole numbers. Common fractions, decimal fractions, powers and roots, percentages, rules and formulas.
- MAT 1010** **Vocational Mathematics**
Ratio and proportion, measurement of surfaces and volumes, gear ration, pulleys, angular velocity, mechanics and electricity. Basic algebra.
- MAT 1030** **Machinist Mathematics**
Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems, compound angles.
- DFT 1000** **Blueprint Reading I**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
- DFT 1010** **Blueprint Reading II**
Further practice in interpretation of blueprints as they are used in industry; a study of prints supplied by industry.
Prerequisite: DFT 1000
- PHY 1040** **Applied Physics I (electricity & magnetism)**
Basic principles of electricity and magnetism. Electron theory, magnetism and electromagnetism, series and parallel circuits and electrical measurement.

PHY 1050**Applied Physics II (mechanics)**

Systems of measurements, properties of solids, liquids and gasses. Theory of matter, energy, force and motion.

WLD 1400**Basic Welding**

This course is designed to teach the basic welding skills in oxyacetylene welding and cutting. The basic skills in arc welding are also included. Emphasis is on familiarization of welding equipment and its safe use. Methods of welding and their applications are included. Safety procedures are stressed throughout the course.

AUTOMOTIVE MECHANICS TRADE

AUT 1100**Automotive Engines**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

AUT 1110**Automotive Electrical & Fuel Systems**

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, alternators, regulators, ignition, accessories and wiring; fuel pumps, carburetors, emission control systems, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

AUT 1120**Automotive Power Train Systems**

Principles and functions of automotive power train systems; clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1130**Automotive Chassis & Suspension**

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes.

AUT 1140**Automotive Air Conditioning**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

MACHINIST TRADE

MEC 1200**Machine Shop Theory and Practice I**

An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and pre-

cision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice.

MEC 1210

Machine Shop Theory and Practice II

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The student will work on projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

Prerequisite: MEC 1200

MEC 1220

Machine Shop Theory and Practice III

Advanced work on lathe, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gage, protractor and comparator.

Prerequisite: MEC 1210

MEC 1250

Structure of Metals

Elementary and practical approach to ferrous metals. A study of their structure, markings, classification, and uses. The theory of iron and steel and their alloys. The shaping, forming, heat treatments, and surface treatments for steel.

Prerequisite: none

MEC 1260

Heat Treating Practice

Working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating.

Prerequisite: MEC 1250

MACHINIST TRADE

(Second year option)

MEC 1270

Machine Shop Practice IV

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.

Prerequisite: The student must have passed all the required subjects of the Machinist Trade Program.

MEC 1275

Precision Machining I

The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts that make up the projects.

Prerequisite: MEC 1270

- MEC 1280 Precision Machining II**
A continuation of Precision Machining I.
Prerequisite: MEC 1275
- MEC 1285 Jig and Fixture Building**
This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops.
Prerequisite: MEC 1275
- MEC 1290 Machine Repair**
This course is designed to familiarize the student with the installation, maintenance and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment.
Prerequisite: MEC 1275

PRACTICAL NURSE EDUCATION

The College of The Albemarle and the Albemarle Hospital Board of Trustees in cooperation with the North Carolina State Department of Community Colleges offer to qualified applicants a twelve month course in Practical Nursing. Supervised clinical practice is given by qualified instructors certified by the North Carolina Department of Community Colleges.

Admission Requirements

Age: 17-50 **Education:** High School Graduates or persons who have passed the High School Equivalency Examination.

Health: Good mental and physical health is essential. Physical and dental examinations and immunization against smallpox, typhoid, tetanus and poliomyelitis is required.

General: Applicants must be citizens of the United States or signify their intention of becoming citizens. Entrance examinations are administered and applications are considered by an Admissions Committee composed of representatives of the College and the Albemarle Hospital.

This course is 44 weeks, a total of 1,513 hours, in length and is divided into four quarters. Students wishing to take Practical Nursing in a Practical Nurse Education Program must meet the age level and other requirements of an accredited school. The North Carolina Board of Nursing prescribes, in accordance with the North Carolina Laws related to nursing, the course of study and the standards which accredited school programs will maintain.

PRACTICAL NURSING EDUCATION

First Quarter

	Course Title	Class	Hours Per Quarter Clin. Pract.
PNE 1510	Vocational Adjustment I	12	0
PNE 1511	Health	20	0

ENG 1040	Language Arts & Communications I	22	0
PNE 1512	Anatomy	48	0
PNE 1513	Microbiology	20	0
PNE 1514	Nutrition and Diets	48	0
PNE 1515	First Aid & Disaster Nursing	16	0
PNE 1516	Nursing I	99	40
		285	40
			325

Second Quarter

PNE 1520	Medical & Surgical Nursing I	44	168
PNE 1521	Maternity I	22	48
PNE 1522	Pediatrics I	22	48
PNE 1523	Pharmacology	22	0
PNE 1525	Nursing II	22	0
		132	264
			396

Third Quarter

PNE 1530	Medical & Surgical Nursing II	66	144
PNE 1532	Maternity II	22	48
PNE 1533	Pediatrics II	33	48
PNE 1534	Medicines & Administration	11	24
		132	264
			396

Fourth Quarter

PNE 1540	Medical & Surgical Nursing III	77	216
PNE 1541	Maternity III	22	48
PNE 1542	Geriatric Nursing	11	0
PNE 1543	Mental Health	11	0
PNE 1544	Vocational Adjustment II	11	0
		132	264
			396

PNE 1516 Nursing I

PNE 1525 Nursing II

These courses present the fundamentals of nursing based on scientific principles as related to practical nursing. Students develop an awareness and appreciation of the needs of individuals and learn to apply the skills and knowledge used in the performance of nursing through the defined role of the Practical Nurse.

PNE 1510 Vocational Adjustment I

This course is designed to assist the student in understanding herself, her vocation and the individual needs of patients. Emphasis is placed on development, uniformity, and variability of behavioral patterns of individuals.

PNE 1511 Health

Designed to present basic personal, physical and mental health knowledge and skills to enable the student to

understand attitudes and health problems of self and individuals. Community health problems are studied with emphasis placed on behavioral patterns based on factors of culture.

ENG 1040

Language Arts and Communication

The purpose of this course is to develop reading abilities and verbal expression skills. Knowledge of good language usage, effective listening techniques, the study skills, and medical vocabulary are emphasized.

PNE 1514

Nutrition

This course is designed to give the student in practical nursing the basic knowledge relative to normal nutrition in health and disease. Special emphasis is placed on normal nutrition in the selection and quality of nutrients to meet the needs of people in health and sickness.

PNE 1512

Human Anatomy

A study of the human body with emphasis on structure and function of the systems of the body. Practical application of anatomical facts in physiology are emphasized.

PNE 1513

Microbiology

A general presentation of bacteria and viruses with emphasis of culture, identification, and interpretation of these organisms in selected practices as related to nursing.

PNE 1515

First Aid & Disaster Nursing

In this course the student is introduced to methods and skills of first aid and methods and skills on maintaining and alleviating suffering during disaster and emergency.

PNE 1520

Medical-Surgical Nursing I

This course includes the study of patients with general nursing care problems of all ages. Selected experiences are offered the student in the nursing care of patients and opportunities are offered in diets and administration of drugs.

PNE 1530

Medical-Surgical Nursing II

In the practice laboratory and at the bedside of patients, students are offered opportunities to learn and meet the needs of medical patients of all ages from the simple to complex situation. Also, surgical intervention for pathological disorders through the problem solving and patient care approach. Patient care in the recovery room is included with emphasis on progressive patient care, and the practical nurse students role as a member of the health team.

PNE 1540

Medical-Surgical Nursing III

Theory and clinical experiences designed to develop nursing care in more complex medical-surgical situations. In so far as possible, the classroom activity will center around discussion and evaluation of the nursing needs of these patients.

PNE 1523

Pharmacology

A study of drugs, dealing with their sources, dosages and actions with emphasis on the therapeutic effects of drugs. Dosage and measurement, administration and legal control of drugs are emphasized.

PNE 1521

Maternity I

- PNE 1532 Maternity II**
- PNE 1541 Maternity III**
 These courses conduct a study in normal and abnormal conditions of the maternity cycle and the principles of maternity care. Special emphasis is placed on the practical nurse students role as a nurse and woman in today's society.
- PNE 1522 Pediatrics I**
- PNE 1533 Pediatrics II**
 In these courses the student is introduced to the growth and development of the normal child, the principles in the care of children, behavioral patterns of children in illness, and conditions and diseases both medical-surgical of various ages.
- PNE 1542 Geriatric Nursing**
 A course of study of the older patient with his special needs and problems, and to bring out some of the ways in which caring for this patient differs from the general medical-surgical patient.
- PNE 1543 Mental Health**
 This course is designed to point out the problem of mental illness for society, family and patient and its meaning in today's health care.
- PNE 1544 Vocational Adjustment II**
 In this course the student is provided the opportunities to learn to function as a graduate practical nurse, to learn the legal aspects of nursing, to become acquainted with the organizations for nurses, and opportunities available for the Graduate Practical Nurse.
- PNE 1534 Medicines and Administration**
 This course is designed to give the student a knowledge of drugs, the dangers involved in handling, laws regarding the use of drugs, side effects and skills in administering common drugs intelligently and safely.



EVENING PROGRAM

COLLEGE PARALLEL

College level courses meet once a week, Monday, Tuesday, Wednesday, or Thursday, from 7:00 p.m. to 9:45 p.m., offering three semester hours of college credit per course. Each night class meeting is the equivalent of three daytime fifty-minute classes or one week of daytime classwork.

The cost of evening college credit courses is:

Tuition per 3 hour course \$12.00

All evening college credit courses are offered subject to a minimum enrollment of 10.

Evening college credit courses taught during the Academic Year 1967-68 included English Composition, English Literature, Computer Programming and Fundamentals, Business Math, General Math, Algebra, Psychology, Philosophy, and World Civilization.

Announcement of adult courses and programs to be offered for the Academic Year 1968-69 will be available in a separate catalogue.

VOCATIONAL EDUCATION

The part-time evening classes at the College of The Albemarle are developed to fit the needs of industry and business and to provide training desired by individuals of the area. Because of the flexibility of these programs, courses are tailored to specific needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes.

Evening vocational courses are the same as offered to the full-time vocational student. The courses are scheduled to meet two evenings per week (7:00 p.m.-9:45 p.m.) throughout the normal school year.

The cost of each of the vocational courses is \$9.00 per semester.

Division

of

Continuing

Education



DIVISION OF CONTINUING EDUCATION

The Division of Continuing Education provides educational programs, training programs and services to meet the need of the adults in the Albemarle area not served by other educational institutions. These programs are available in the following counties—Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans.

The programs offered by this division are classified into the following four areas, which are listed below. Each program will vary according to its purpose.

- I. Academic Educational Programs
 - A. Adult Basic Education
 - B. High School Equivalency
 - C. Learning Laboratories
- II. General Interest and Employment Related Programs
- III. Cultural Related Programs
- IV. Community Service Programs

Admission Requirements

Generally speaking, any individual who is 18 years of age is eligible for admission to these programs. Some classes may have specific admission requirements. In such cases, the applicants will be informed of these requirements. For further information please call the Division of Continuing Education, Phone 335-5461.

Expenses

Many of these programs, or classes, are offered without charge; in other instances, a small fee is charged to cover the cost of instructional supplies. All fees are to be paid at the first class session.

Certificates

Certificates are presented, upon request, to participants who satisfactorily complete a course or program.

Below is listed the various areas in which programs are presented with examples of specific courses that may be taken in each area.

I. Academic Education Programs

The programs in this area are designed whereby individuals 18 years of age or older may complete their elementary or secondary education regardless of where they may have stopped their formal education.

- A. *Adult Basic Education (ABE)*—Consists of organized classes two nights per week, two and a half hours per night.

Level- I—For those Adults who have completed less than four grades of formal education.

Level-II—For those Adults who stopped in grades 5-8 or who have completed Level-I in Basic Education.

- B. *High School Equivalency (GED)*—Consists of organized classes, two nights per week, two and a half hours per night.

Level- I—For those Adults who stopped school in grades 9-10 or who have completed Level-II in Basic Education.

Level-II—For those Adults who stopped school in grades 11-12 or who have completed Level-I in the High School Equivalency Program.

These programs offer courses which are directed toward helping an individual pass the High School Equivalency Examination which is given in the Learning Laboratory at the College of The Albemarle. Upon successful completion of the examination, the State Dept. of Public Instruction in Raleigh will issue to the individual the High School Equivalency Certificate.

- C. *Learning Laboratories*—The Laboratories are designed whereby an individual may study course work from grade 1 to grade 14. The individual may also prepare for the High School Equivalency Exam and other courses of general interest. By using programmed instructional material an individual can work at his own rate of speed and at his convenience.

Below is listed the various subjects which are available in the Learning Laboratories at The College of The Albemarle and the Swain Elementary School in Edenton, N. C. The following equipment is available for use by the students in the Laboratories.

Audio-visual aids: Language Master, Sound Filmstrip Projector, Tape Recorder, Controlled Reader, Rateometer, Record Player

SUBJECTS

READING AND LANGUAGE

Reading instruction at all levels
Practice, and drill in individual
reading skills

Vocabulary development

Spelling

Punctuation

Grammar

Composition

Business letter writing

Literature

Poetry

Adventures in Reading 1, 2, 3

SOCIAL STUDIES

United States History

United States Geography

The Constitution The Bill of Rights

How a Bill Becomes a Law

ECONOMICS

American Economics Series

ACADEMIC SKILLS

How to study How to Read Maps

Slide Rule Latitude and Longitude

GENERAL INTEREST

Musical Notation The Game of
The Game of Bridge
Chess Interior Decorat-
Theology ing
Flower Arrange-
ment

MATHEMATICS

Modern Math—Jr. High
Arithmetic
Addition Subtraction
Multiplication Division
Fractions Decimals
Per Cents Square Root
Probability
Algebra—Modern & Traditional
Geometry—Plane & Solid
Trigonometry
Calculus Logarithms Statistics

BUSINESS

Bookkeeping Accounting
Shorthand Management Skills
Arithmetic of Basic Filing
Computers
Consumer
Mathematics

SCIENCE

Psychology General Science
Biology Physics
Chemistry Vectors

TECHNICAL

Electronics Blueprint Reading
Transistors Electricity

FOREIGN LANGUAGE

French Spanish German
(reading, writing, speaking)

HEALTH

First Aid Nutrition
Safety Personal Health

II. General Interest and Employment Related Programs

These programs offer opportunities for an individual to take courses as a result of an interest, for upgrade in employment, or employment purposes.

Agricultural

Farm Records Pesticides
Ornamental Horticulture Poultry Management
Fertilizers and Lime Welding for Farmers

Business

Accounting Bookkeeping
Typing Shorthand
Office Procedures Office Management

Construction

Bricklaying Housewiring
Blueprint Reading Plumbing
Carpentry

General Interest

Effective Listening Homemaking
Furniture Upholstery Drivers Education
Income Tax Modern Math
Cake Decorating Speed Reading
Knitting Cook-Training
Sewing Commercial Fishing
Air Conditioning & Refrigeration Crab Processing
Reading Improvement Net-Making & Mending
Real Estate Fundamentals Tourist-Hospitality Training
Small Engine Repair Waiter-Waitress Training
Welding House-Keeping
Boating Safety Courses
Slimnastics Public Speaking
First Aid New Industry Training Programs

Supervisory Development Training (SDT)

The Art of Motivating People
Effective Writing
Effective Listening
Effective Speaking
Human Relations
Industrial First Aid

Effective Communications
Job Methods
Industrial Safety & Accident
Prevention
Job Analysis Training

This list, of course, is in no way comprehensive, but it is offered as a general sample. For further information please contact this division.

III. Cultural Programs

Activities offer opportunities for young and old to pursue a hobby, to acquire a vocation, and to learn how art plays a role in many aspects of life.

- A. *Albemarle Choral Society*—The Society was organized to give talent in the area the opportunity for training and experience in concerted vocal art forms of music and composition. In order to achieve its intended purpose an area organization consisting of two study-performance groups and divisions has been established in Edenton (S.W. Division) and in Elizabeth City (N.W. Division).

- B. *Arts*—Courses are offered in the following areas:

Decoupage
Figure Drawing
Interior Decorating
Metal Enameling
Flower Arranging
Arts & Craft

Painting (Oil)
Pottery
Printmaking
Sculpture
Water Color
Millinery

- C. *Lyceum Series*—The program is designed to present a series of educational, cultural and entertainment events. A series of six cultural entertainment events featuring nationally known performers and performing groups is presented each year.

- D. *Slide Presentations*—Slide presentations on Dare and Pasquotank counties are available to various clubs and groups, upon request. These slides reveal the historical, cultural and recreational aspects of each county.

IV. Community Service Programs

These programs are designed to improve services presented by public service agencies within our community.

Ambulance Attendants Training
Fire Training
Hospital-Ward-Clerk Training
Law Enforcement Training

Nurses-Aide Training
Orderlies Training
Rescue Squad Training
Refresher Courses for
Inactive Registered Nurses

ANALYSIS OF STUDENT ENROLLMENT

Fall Semester 1967-68

	Men	Women	Total
College Level Programs			
College Parallel			
Freshmen	198	68	266
Sophomores	82	35	117
Special Students	10	12	22
Technical			
Freshmen	55	19	74
Sophomores	23	6	29
Evening School	57	24	81
Total College Level Enrollment	425	164	589
Vocational Programs			
Day School	25	25	50
Evening School	23	1	24
Total Vocation Enrollment	48	26	74
Total College Level and Vocational Enrollment	473	190	663

SUMMARY BY COUNTY

Pasquotank	264	Northampton	2
Perquimans	49	Buncombe	1
Camden	44	Caldwell	1
Currituck	34	Caswell	1
Chowan	30	Craven	1
Dare	15	Guilford	1
Washington	14	New Hanover	1
Beaufort	9	Wake	1
Tyrrell	9		
Gates	7	Total N. C.	508
Hertford	4		
Edgecombe	3		
Halifax	3	Virginia	145
Nash	3	New York	7
Wilson	3	Florida	1
Bertie	2	Illinois	1
Cartaret	2	Pennsylvania	1
Hyde	2		
Martin	2		663

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